**Booster Club**

# GUIDELINES



**2023-2024**

**BYLAWS**

**MAGNOLIA WEST HIGH SCHOOL BAND BOOSTER CLUB**

**ARTICLE I Name**

The name of this organization shall be Magnolia West High School Band Booster Club, hereinafter called MWHS BBC.

## ARTICLE II Place of Principal Office

The principal office of MWHS BBC shall be in Magnolia, Montgomery County, Texas.

The mailing address shall be 18640 FM 1488 Rd., Suite A #426, Magnolia, Texas 77354.

## ARTICLE III Purpose and Nature

### Section 1

The purpose of MWHS BBC, a 501c3 non-profit, is dedicated to the promotion and enhancement of the Magnolia West High School Band & Guard program. Support is provided to the directors and students of this program via various fundraising activities, organizing provisions for items not covered through ordinary ISD budgets, coordinating volunteer hours of service, procuring chaperones for all band trips and events, aid in the feeding of band students while at performances and competitions and assist with moving equipment/props during halftime & competition performances. This support shall not conflict with the UIL Constitution and/or the policies of the Magnolia Independent School District.

Section 2

MWHS BBC shall be a civic, non-profit, non-political and non-partisan organization.

### Section 3

No part of the net earnings of MWHS BBC shall inure to the benefit of or be distributable to its members, officers, or other private parties except that MWHS BBC shall be authorized and empowered to pay reasonable compensation for services rendered and to make distributions in furtherance of the purpose set forth in Article III, Section 1.

### Section 4

The Magnolia West High School Band Director reserves the right, with approval of the MWHS Principal and the MISD Fine Arts Director, to dissolve the MWHS BBC if at any time it is determined unfit to continue its activities. Upon dissolution for this or any other reason, MWHS BBC assets shall be transferred to the Magnolia West High School Band and Guard activity account. The Magnolia West High School Band Director reserves the right to remove any board member of the MWHS BBC with approval of the MWHS Principal and the MISD Fine Arts Director if at any time it is determined they are unfit or are not performing their duties as required by this document.

## ARTICLE IV Membership and Dues

### Section 1

Membership in MWHS BBC shall consist of:

* Parents/Guardians of Magnolia West High School Band and Guard students,
* Parents/Guardians of Magnolia Junior High School Band students,
* Parents/Guardians of Magnolia Intermediate Band students,
* Any adult in the community interested in the promotion of the Magnolia West High School Band and Guard program, without regard to race, color, creed or national origin.

### Section 2

Membership and Fees are as follows:

* All parents of Magnolia West High School (MWHS), Magnolia Jr. High (MJH) and Magnolia Intermediate (MIS) band and guard students shall be considered an important part of MWHS BBC, regardless of whether they are active or inactive members.
* Only MWHS will be required to complete a Registration Form and pay Registration Fees; form/fees must be received to be considered an active voting member and exercise the right to vote in any regular or special meeting.
* Running a competitive, first-class band program is expensive and the program relies heavily on the financial and volunteer commitments of MWHS BBC who will work as a team to provide things the band program needs that are not provided by the annual school budget.
* MWHS BBC will collect a “fair share” amount at Registration as well as raise money to help pay for clinicians/techs, special guest instructors/judges, uniform maintenance, special instrument purchases, travel expenses, meals, snacks, show props and equipment, sheet music, scholarships for seniors, annual banquet, fun activities for the kids, special purchases and so much more.
* MWHS BBC Executive Board (see Article V, Sec. 2) determines a recommended “fair share” amount from each student prior to the start of the new school year. This represents a proportionate amount to support activities of the organization.
* Fair Share is a required payment beginning in May when Band and Guard Registration opens along with other Registration Fees and Items that may be needed.
* Payment Plans can be initiated with a deposit and the final payment will be due no later than the first football game unless an individual has approval from MWHS BBC Board for a later payoff date.
* Registration date is determined between Head Band Director and MWHS BBC Board as well as their discretion for fees and date of registration for all grade levels.

### Section 3

Refund protocol for Students who discontinue the program:

* Students who discontinue the program prior to the first football game (confirmed by a band director) and before services from fees are rendered or supplies that have not been ordered will be eligible for a refund; any used portions will be deducted from refund.
* Parent/Guardian must provide written notice to at least one MWHS BBC Officer.
* Refunds shall be issued in the form of a check from MWHS BBC to the Parent/Guardian on file for that student’s registration. Refunds shall be issued at the next regularly scheduled meeting of the MWHS BBC, if the following criteria are met:

- fees were paid by check; the check must be deposited without hold in the MWHS BBC bank account established for the collection of fees.

## ARTICLE V Officers

### Section 1

The elected officers of MWHS BBC shall be a President, a Band Vice President, a Guard Vice President, a Secretary, a Treasurer, an Asst Treasurer and a Volunteer Coordinator. All officers will be parents/guardians of a Magnolia West High School Band and Guard student. Any family members of active Magnolia West High School Band Director are not eligible to hold an elected officer position.

### Section 2

The Executive Board of Directors shall consist of the elected officers and the Magnolia West High School Band Director. The Magnolia West High School Band Director is non-voting members of the Board of Directors.

### Section 3

Any active member with a student currently enrolled in the Magnolia West High School Band and Guard program shall be eligible to hold office. Any incoming Freshman Parent/Guardian of MJH who has attended at least 50% of the current school year’s held Booster Meetings will be eligible for consideration of appointment to Booster Leadership by the President. Election of officers shall be conducted as defined in Article X.

## ARTICLE VI Duties of Officers

### Section 1

The President shall:

* Preside at all meetings of the Board of Directors, regular/special meetings and MWHS BBC events.
* Create special committees and appoint chairpersons as needed.
* Supervise all correspondence and/or publicity.
* Regular communications with Magnolia West High School Band Director between all meetings as deemed necessary by the director.
* Prepare agenda for Executive Board and General Meetings.
* Oversee and coordinate efforts of all Officers, Committees and Booster Leadership

### Section 2a

The Band Vice President shall:

* Perform all the duties of the President in his/her absence.
* Assist the President in any Band matters as required.
* Coordinate Membership and Sponsorship drives and awareness/promotions with Marching Band Director.
* Be the joint webmaster for the MWHS BBC website or appoint/oversee a Team Leader for this task.

### Section 2b

The Guard Vice President shall:

* Perform all the duties of the President in his/her absence.
* Assist the President in all Guard matters as required.
* Coordinate Membership and Sponsorship drives and awareness/promotions with Guard Director.
* Be the joint webmaster for the MWHS BBC website or appoint/oversee a Team Leader for this task.

### Section 3

The Secretary shall:

* Keep an accurate record of all meetings including the taking of minutes and presenting those minutes to the membership at each scheduled meeting. Process and execute all necessary correspondence.
* Oversee Scholarship Committee as a standing committee outlined in Article XV.
* Notify all parties of needed items for meetings; set up Sign-In sheets and directional signage.
* Create copies of agenda and meeting minutes from previous month for distribution.
* Provide Bylaws, Sponsorship Applications, Meeting Minutes and other Forms to webmaster.

### Section 4a

The Treasurer shall:

* Submit a report of band financial standing at both regular and Board of Directors meetings.
* Receipt in all monies and keep records of source of deposit and thorough documentation.
* Deposit all monies in such banks or depositories as directed by the Board of Directors.
* Disburse funds as directed and approved by the Board of Directors for expenditures for which an approved invoice, purchase order or approved check request has been presented by a Board Member.
* Require a 2 signatures of any 2 MWHS Board Members on account.
* Prepare and present a financial statement for any outside financial review as identified by the Board of Directors, including the Magnolia West High School and Magnolia Independent School District administrations, or an independent auditor. The treasurer will report the results of any review at the first meeting of the new school year.

### Section 4b

The Assistant Treasurer shall:

* Assist with all Treasurer Duties listed for Treasurer.
* Perform duties of Treasurer in case of his/her absence.

### Section 5

The Volunteer Coordinator shall:

* Oversee any Adult interacting with students have completed the District’s required background: **https://magnolia.teams.hosting/volunteer/EntryPointHomeAction.do**
* Maintain a list of all MWHS BBC volunteers including names, phone numbers and e-mail addresses.
* Coordinate volunteers for all events via Sign-Up links and as scheduled by the MWHS BBC.
* Oversee Committee Leaders in conjunction with the President’s requested guidelines.

## ARTICLE VII Officer Vacancies

### Section 1

If the position of President becomes vacant prior to the scheduled annual election, the Vice President shall assume the position of President, and the position of Vice President shall be filled as outlined in Section 2 of this article.

### Section 2

If the position of Vice President, Secretary, Treasurer or Volunteer Coordinator becomes vacant prior to the scheduled annual election, the President of the MWHS BBC shall nominate a replacement and the Board of Directors shall approve the nominee with a majority vote in favor of the nominee.

## ARTICLE VIII Meetings

### Section 1

Regular meetings of MWHS BBC shall be held monthly, no later than the last Tuesday of the month, as announced on the MWHS Band & Guard Calendar and via email communications from the Board.

### Section 2

Special meetings may be convened as required by the President and members of the Board of Directors or not less than thirty percent (30%) of the active members.

### Section 3

Those active members in attendance shall constitute a quorum. No business shall be conducted unless a quorum is present. All issues shall be decided by a simple majority of active members present and each member shall be entitled to one vote on each matter submitted.

### Section 4

All questions of parliamentary procedure not specified herein shall be decided according to Robert’s Rules of Order Revised. (See last page of bylaws)

## ARTICLE IX Board of Directors

Section 1

The MWHS BBC Board of Directors shall consist of those persons identified in Article V, Sections 1 and 2.

### Section 2

The Board of Directors shall conduct such business as necessary to implement those actions called for by vote, in consonance with the advice of the Magnolia West High School Band Director, provided such action does not contradict or interfere with Magnolia Independent School District policies or violate the UIL Constitution.

### Section 3

No obligations or fund raising shall be assumed without the approval of the Board of Directors in agreement with the Head Band Director.

### Section 4

An annual proposed budget shall be approved by the Board of Directors and presented to the active membership for approval at the first meeting in the fall of each year.

Section 5

Vacancies on the Board of Directors shall be filled according to Article VII.

### Section 6

The Board of Directors may adopt rules for the conduction of business provided they do not conflict with the Bylaws.

## ARTICLE X Nomination of Officers

### Section 1

* Nominations for Officer positions will be made during the February MWHS BBC monthly meeting.
* Nominee must be present to accept nomination, consent to serve if elected and have a band/guard student at MWHS as well as be current on fees and in good standings.
* All nominations submitted must come from a band/guard parent, with an active student.

### Section 2

• To be eligible for President, a member must be currently serving on the board or must be able to show they are currently active in the band booster club (have served no less than at 10 volunteer opportunities within current school year beginning with summer band camp), with attendance at 75% of booster meetings beginning month of August to February AND must be able to show previous experience (service/member of an executive board) on booster, PTO or other elected boards.

### Section 3

• If nominated for multiple eligible positions, they may run for all of them if the Nominee is not the only one nominated for any of those positions. This is to eliminate the risk of a vacancy.

### Section 4

* MWHS BBC elections shall be held at the March meeting each year. Voting is not needed for nominated positions with no oppositions.

Section 5

* Only those active members present are allowed to vote in March. There will be no proxy voting.

### Section 6

* Terms of office shall be as follows:
  + Transition/Training period with existing Board of Directors (officers or board) from time of voting in at March meeting through the Annual Awards Banquet.
  + Existing Board will assist new Board on preparing the upcoming school year’s Proposed Budget that will be presented for approval at the following April meeting.
  + Existing Board will run until producing the current year’s Annual Awards Banquet in mid-May. - New Board will fully take over after Annual Awards Banquet in mid-May through the next May. - Elected Board will be required to co-conduct the April and May Board of Directors meeting and work alongside the current Board of Directors through the months of April and May to ensure a smooth transition and training.
  + Outgoing Treasurer will train incoming Treasurer on all State and Federal filings required.
  + Bank signature changeover documentation must be prepared prior to the Annual Awards Banquet.
  + New Board will be able to produce the MWHS Band and Guard Registration in May since their budget will be voted on in April.

Section 7

* No person shall be eligible to serve more than three (3) consecutive terms in the same position.

## Article XI Finances

### Section 1

• Neither the officers, committee chairmen, neither members serving on committees, nor any member of the MWHS BBC shall receive any salary or compensation for services rendered as such.

### Section 2

• Only the President of MWHS BBC has the authority to execute contracts for a non-budgeted expense on behalf of MWHS BBC, and only with majority vote approval of the Board of Directors.

### Section 3

* Only the Treasurer or President is authorized to establish bank accounts or other financial accounts for MWHS BBC and shall have prior approval with a majority vote of the Board of Directors.
* The established bank account shall allow both checks and debit cards.

### Section 4

• All fundraising shall be confined to methods established by MWHS BBC in accordance with Magnolia Independent School District policies. Approval by school administration shall be obtained prior to all fundraising activities.

### Section 5

* Expenditures (proposed budget) shall be approved by the Board of Directors and voted on by the general MWHS BBC, majority approval required. All expenditures shall be made in accordance with MISD policies and UIL rules regarding sanctioned Booster Club activities.
* Any unbudgeted/emergency items in excess of $250.00 will be approved by majority vote of the Board of Directors without a vote from general membership.

* Two Board of Directors signatures shall be required on all checks issued by MWHS BBC.
* Any expenses that require reimbursement must have a Board approved Check Request Form to be submitted along with the corresponding receipt submitted to the Treasurer or turned into the Band Booster Box in the band hall before reimbursement can be done. Reimbursement will be completed in no more than 7 days of receipt.
* The debit card user is personally liable for any expenditure that is not accompanied by a receipt.

### Section 6

* Board appointed Members may act as agents in the purchase of authorized materials and/or services on behalf of the MWHS BBC but only with specific approval, in writing, of an officer beforehand.
* If unapproved expenditures or expenditures not deemed made under extenuating circumstances by the Board of Directors are submitted for reimbursement, then the Executive Board has the right to deny the reimbursement for expenditures.

## ARTICLE XII Records & Reports

### Section 1

• All financial records, checkbooks, receipts, expenses, etc. shall be reviewed within 14 days after the election of and by all new officers and a report shall be made and filed with permanent records of the MWHS BBC, acknowledging such transfer of records. The treasurer must prepare whatever reports requested within 7 days of email request by incoming board President or Treasurer for review.

### Section 2

• All pertinent records of officers and committee chairpersons, supplies, etc. shall be turned over to the new officers and committee chairpersons. These records shall also include a list of sponsors who gave to the MWHS BBC during the fiscal year. Additional filings with the Texas Secretary of State to update Articles of Formation regarding officers shall be made.

## ARTICLE XIII Committees and Booster Leadership

### Section 1

• The Fundraising Committee shall be a standing committee responsible for researching, recommending and coordinating all fundraising activities. The TEAM LEADER shall oversee the Fundraising Committee. All fundraisers must be approved by Executive Board.

### Section 2

• The Banquet Committee shall be a standing committee responsible for researching, recommending, and coordinating all necessary items including food, decorations, facility, etc. for annual band banquet. The EVENT COORDINATOR will head up this Committee.

### Section 3

• The Public Relations Committee shall consist of being the Webmaster for MWHS BBC website. The Vice President can be the lead on this or appoint a WEBMASTER.

### Section 4

* The Spirit/Fan Gear Committee shall be a standing committee responsible for keeping a running inventory of all items to be sold. The President can take the lead on this or appoint a PURCHASING AGENT to handle all merchandise needs.
* Executive Board must approve all designs and items ordered.

* President and/or Treasurer must create Purchase Orders and approve Invoices for payment.
* Purchasing Agent and any approved Volunteer handling money must complete a Money Handling Protocol Seminar conducted by the President and Treasurer.

Section 4 • The SPANISH COMMUNICATIONS Liaison will be appointed by the President.

### Section 5

* The MEAL TEAM will be led by the Vice President or someone they appoint.
* Committee shall be a standing committee responsible for providing a meal for the band students, color guard students and band directors prior to every football game and any marching contests.
* The Meal Team Leader will be provided with a Sam’s card for purchase of bulk food products. All expenses incurred for the pre-game meal will be reimbursed on same day as meal served or a check will be provided prior to making the purchases.
* All expenses must be approved by the President or Treasurer.

### Section 6

• The LIAISON is the choice of a person, made by the color guard/winter guard director and head band director, who will assist with any needs and will be responsible for relaying information to the Board for any needs color guard/winter guard may have.

### Section 7

• The PAVILION Liaison (when Pavilion is active) will also be a non-voting member of the board. This person is responsible for volunteers and all reporting of volunteers at the Pavilion in relation to this on-going opportunity.

### Section 8

* The UNIFORM TEAM will be appointed by the President to work with the Student Uniform captain in keeping the Uniform Room tidy, organized and ready for the season.
* Conduct and oversee Fittings and dry cleaning and/or uniform maintenance needs.

### Section 9

* The PIT CREW COORDINATOR will be appointed by the President to oversee and organize the needs for front ensemble and props for all so the marching shows.
* Communicates with Directors on the weekly needs of the show, traveling with equipment/props.
* Works directly with the Volunteer Coordinator weekly to request needed volunteers.

### Section 10

• The H2O TEAM works with the Student Leaders to oversee and ensure that the Booster owned water coolers and carts are where they should be to and from games and contests.

### Section 11

* The CHAPERONE LIAISON will be on hand at MWHS BBC events where Chaperones are needed.
* Appointed by the President and works directly with the Volunteer Coordinator.

**ARTICLE XIV**

## Order of Business

### Section 1

• The order of business at any regular meetings shall be:

* Call to order
* Reading and approval of minutes of the previous meeting
* Treasurer’s report
* Band Director’s report
* Old Business
* New business
* Open Discussion
* Adjournment

### Section 2

• The regular order of business may be suspended at any meeting, upon proper motion and majority approval.

## ARTICLE XV Scholarships and Financial Aid

### Section 1

* The MWHS BBC shall keep a permanent fund for the purpose of promoting excellence among the Magnolia West High School Band and Guard.
* The requirements for the selection of the graduating senior candidates shall be recommended by the scholarship committee and approved by the Board of Directors.

### Section 2

* The scholarship committee shall consist of representatives from Magnolia West High School and Magnolia ISD fine arts program, and a member of the MWHS BBC board of directors (or their designee), as well as upstanding members of the community.
* This group is at the discretion of the board and shall not include a parent in the senior program.

### Section 3

* The number and amount of each scholarship to be awarded each year will be determined based upon the financial budget for the applicable fiscal year and approved by the members of the MWHS BBC by a majority vote during budget voting.
* Payment for the scholarship will be made to the higher education institution the recipient is registered at.
* Nov 1st is the deadline to claim awarded Scholarships otherwise resulting in forfeit.
* Any unclaimed scholarships will be added to the next senior group.

### Section 4

* The selection criteria shall include academic achievement and degree of participation in band and color guard activities, as well as other criteria found by the scholarship committee to be pertinent and necessary.
* All participants must be in good standing with booster and band program, ensuring all fees are at a $0 balance.

**ARTICLE XVI**

## Amendments to the By-laws

### Section 1

• These By-laws may be amended at any regular meeting by a majority vote of those members present. However, the proposed amendments must have been submitted in writing and approved at the previous meeting of the Board of Directors.

### Section 2

• These By-laws may be amended at a special meeting called by the Board of Directors with two thirds (2/3) of the MWHS BBC active membership present.

## ARTICLE XVII Dissolution

### Section 1

• Upon dissolution, all assets of the MWHS BBC shall transfer to Magnolia West High School for its use in the Band Department.

### Section 2

• If the Magnolia West High School is unable or unwilling to accept the assets of the MWHS BBC, upon the dissolution of the Booster Club, assets shall be liquidated and funds held and expended by the Magnolia Independent School District in accordance with the purposes of the organization until all such funds shall be expended.

### Section 3

* If, upon the dissolution of MWHS BBC, the organization’s assets are unable to be distributed in accordance with ARTICLE XV, Sections 1 or 2, the assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any federal government, or to a state or local government, for a public purpose.
* Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the organization is then located, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated for such purposes.

*REV. June 2023*

*REV. June 2023*

## Top Things A Booster Club Should Know

**Bylaws:**

A written document that defines the purpose of your group, its organizational structure, and the rules that govern the group. Bylaws should be customized to your group, published, and reviewed/revised annual

**Amendments:**

Formal changes to your bylaws.

**Agenda:**

A written list of items that will be covered during a meeting.

**Minutes:**

The written record of the business transacted at a meeting. Minutes should be kept for both Executive Board meetings and General Booster Club meetings.

**Motion:**

A formal proposal that the group take some specific action. Motions are voted upon by the group. An idea at a meeting will often result in the presentation of a motion. A motion is the way to resolve a dispute, debate, disagreement, or open issue. Any member in good standing can present a motion to the group. A motion can be “tabled” if the group needs more time before voting upon the motion. Tabling a motion suspends consideration until the group’s next formal meeting.

**Seconding:**

When a member presents a motion, their idea must be supported by another member. The supporting member “seconds” the motion to indicate support. A motion cannot be voted upon unless it is seconded.

**Adjournment:**

A formal way to end a meeting. At the appropriate time, a member moves to adjourn, another member seconds, and the rest of the members voice agreement. The secretary records the end time in the minutes.

**Quorum:**

The minimum number of members required (specified in bylaws) to conduct business at a meeting.

**Officers and Elections:**

The bylaws should specify the elected/appointed officers of the Booster Club, their main duties, their term of office, and the procedures by which they are nominated, appointed and/or elected.

**Robert’s Rules of Order:**

Originally written by Major Henry M. Robert in 1876, it is the most common form of parliamentary procedure in the United States. It was designed to keep business moving, protect the rights of members, and ensure proper behavior and etiquette in organizations. A Booster Club’s bylaws should specify that Robert’s Rules of Order is the group’s parliamentary authority. The complete version of RRO is hundreds of pages and covers every conceivable situation for the most complex organization. Many simplified versions the Rules have been published.

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